



WEST VALLEY CITY, BUSINESS LICENSING

3600 Constitution Blvd.
West Valley City, UT 84119
801 963-3290; Fax: 801 963-3541

TEMPORARY BUSINESS LICENSE APPLICATION

Business Name: _____		Bus. Phone: _____
Mailing Address: _____		Bus. Fax: _____
Contact Person: _____		
Location of Sales Event: _____		Inside Event: <input type="checkbox"/> Outside Event: <input type="checkbox"/>
State Tax #: _____	Federal Tax #: _____	Duration of Sale: _____
Business Owner Name: _____		Soc Sec #: _____ Phone: _____
Home Address: _____		Birth Date: _____
Property Owner Name: _____		Phone: _____
Address: _____		
<i>In case of emergency, please contact:</i>		
Name: _____		Phone: _____
<i>Sales Event Information:</i>		
Proposed Start Date: _____		Proposed End Date: _____
Detailed Description of Sales Event: _____		

This application must be completed and submitted to the Business License Division at least 15 days prior to a sales event. A temporary business sponsor must submit a completed application for all participant vendors with their sponsor application.

Business License Requirements: * - if required

1. Submission of a Planning and Zoning Temporary Use Form *.
2. Completed Business License application (this form).
3. Copy of lease agreement with property owner*.
4. Board of Health review and approval*.
5. Building inspection approval*.
6. Payment of fee.

Calculation of Fee for Temporary Business:

_____ Temporary Use Application Fee (if applicable): \$100.00	= _____
_____ Temporary license for a one-time sales event (no other participants): \$45.00	= _____
_____ Temporary Business Sponsor (the sponsor of a sales event with more than one participant in the event): \$45.00	= _____
_____ Participant in a Sales Event (under the auspices of a Business Sponsor): \$20.00	= _____
_____ Employee fee: \$10.00 per employee at event	= _____
_____ Bldg Inspection fee (if applicable): \$50.00	= _____
TOTAL DUE	= _____

MAKE CHECK PAYABLE TO WEST VALLEY CITY